

Community Engagement - Guadalaraja



Project Title	Community Engagement - Guadalajara
Project Summary	Help keep the U.S. Consulate Guadalajara community connected & informed! Hone your skills in researching, writing, editing, and disseminating cultural and local information in an engaging way!
Country	Mexico

Project Description

One of the goals of the Community Liaison Office (CLO) is to gather, maintain, and disseminate information to the US Consulate community. This position will support content creation and updates for U.S. Consulate Guadalajara's community outreach programs. Work closely with the Community Liaison Office to create content (written and designed) for the internal Mission newsletter and Facebook page.

This includes researching and summarizing events in the area to disseminate in an attractive and succinct format. In addition, you will produce articles and/or fliers about topics of interest, such as cultural events, volunteer opportunities, and summaries of past programs. The information will be disseminated in related, but unique ways through fliers, the newsletter, and the community Facebook page. Finally, this information will be filed in the CLO Evernote account, tagged with relevant search terms.

Required Skills or Interests

Skill(s)

Marketing

Research

Social media management

Writing

Additional Information

Many of the events that will be researched are written in Spanish, so a working proficiency of the language is preferred. However, Google Translate can be a useful tool if and when needed!

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Spanish	No practical proficiency	Limited working proficiency	Nice to Have